



DOMICILIARY AGENCY START-UP PACKAGE

Care Access Consultancy is the Partner
you need to make your dream of starting a
Home Care Agency a reality!



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About Us

Care Access Consultancy is the leading consultant offering support and guidance on starting an independent essential services business in the elderly care sector. The elderly care sector is one of the most promising business ventures within the healthcare sector. But to get started, one must consult a renowned partner with reliable information that guarantees success. We are the only renowned partner in the elderly care sector. Our clients get a step-by-step guide on setting up and operating their businesses.

Care Access Consultancy has a clear understanding of the requirements for venturing into the healthcare business. This understanding facilitates a seamless contractual engagement with critical stakeholders such as the government, the National Health Service (NHS), the Clinical Commissioning Groups (CCGs), and private nursing homes. With us, you are assured of establishing and successfully running your agency firm based on the most workable advice and guidance. We are aware of the most common challenges and effective strategies to avoid them.



Starting a Healthcare Agency Business

To start and operate a domiciliary care agency in the country, one must consider several key factors. These factors will allow smooth business launching in compliance with the Care Quality Commission (CQC).

ITEM	DESCRIPTION
Registration	<ul style="list-style-type: none">• Registration with CQC.• No Application Fees• Annual fee (Compliance, Monitoring, Updates)
Administration	<ul style="list-style-type: none">• Insurance cover from an accredited insurance broker.
Finances	<p>Enough capital to cover all</p> <ul style="list-style-type: none">• the initial costs (registration, recruitment, training).
Operations	<ul style="list-style-type: none">• Tendering through local NHS organizations or the CCGs.
Technology	<ul style="list-style-type: none">• Recruitment, Induction, Training, and Operation.
Marketing	<ul style="list-style-type: none">• Within the agency's locality.
Accounting	<ul style="list-style-type: none">• DBS checks.

WHY CHOOSE Care Access Consultancy?

We have a strong sense of identification with our clients' projects with relentless efforts to offer solutions to issues that even our competitors are not yet aware of. We have adopted a progressive approach to technology that provides an innovative environment to enhance marketing and customer satisfaction.

CHARACTERISTICS OF CARE ACCESS CONSULTANCY

Attention to Details

We stand out from the rest due to our keen attention to the small stuff, timeline scheduling, and project management. We always keep a close eye on both the client's budget and calendar.

Success Plan

Before launching our client's agency, Care Access Consultancy conducts an up-front search on the agency's competitors, target market, and customers' psychographics.

Creativity

We have mastered operating a diverse healthcare enterprise across different locations and cultural backgrounds. That provides an upper hand in identifying the best strategy to package our clients' services to look tremendous and yield great results.

Experts Only

We are comprised of experts sourced from diverse healthcare backgrounds with vast corporate and agency experience. These experts guarantee our clients rich knowledge and expertise to get started, manage their constraining resources, and generate good revenue.

Pricing

We have competitive and fair prices. There are no surprise expenses, and in case any additional or unexpected cost occurs, they are communicated and discussed with our clients in good time.

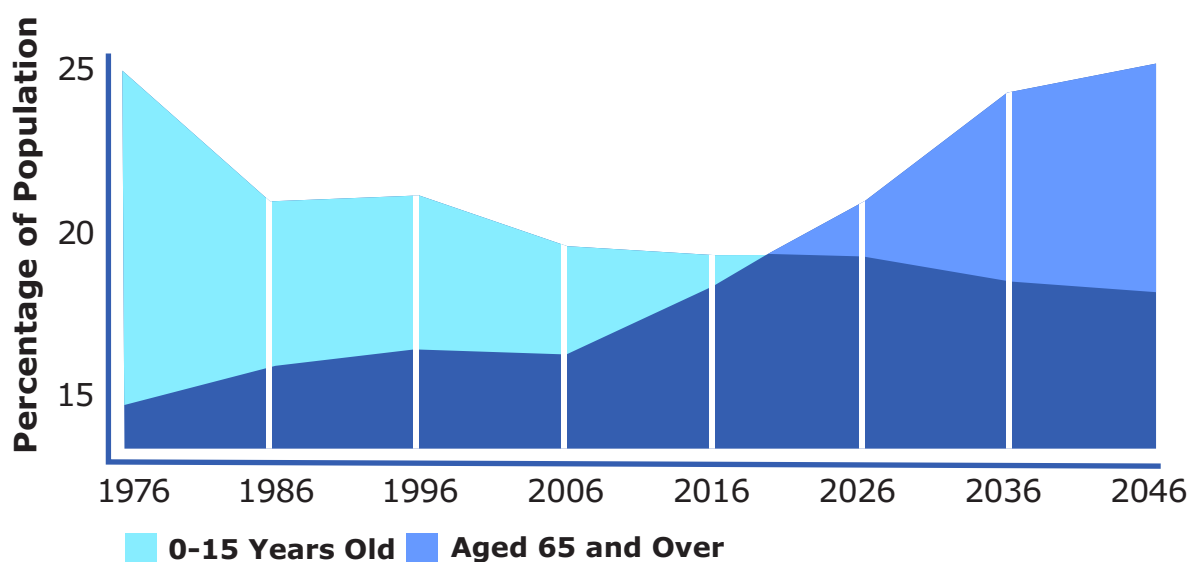
Meeting Deadlines

We have continuously operated with the rule "if we miss a deadline, we are out ."Such strong principles have always kept us on check, ensuring that we have never missed a single deadline. We operate on a milestone basis, and our clients approve that the previous milestone is met before proceeding to the next one.

WHAT IS A Domiciliary Care Agency?



A Domiciliary care agency is a firm that offers a range of services for the support of individuals while in their own homes. Some of these services include routine household tasks, client care, and other domestic services to maintain the client's health, hygiene, dignity, and safety to an acceptable level.



OLDER PEOPLE ARE THE FASTEST-GROWING AGE GROUP

According to Office for National Statistics, (2016), the population of 65 years and above in the UK are expected to increase by more than 20% by 2024. The aging demographic is expected to grow five times more than the working population rapidly. The population of those aged 65 years and above will be higher than those under 15 years by 2024 (Figure 1). Life expectancy is expected to increase to approximately 85 years by 2026. The projected high life expectancy and increased proportion of the aged population indicates an expected increase in age-related health conditions.

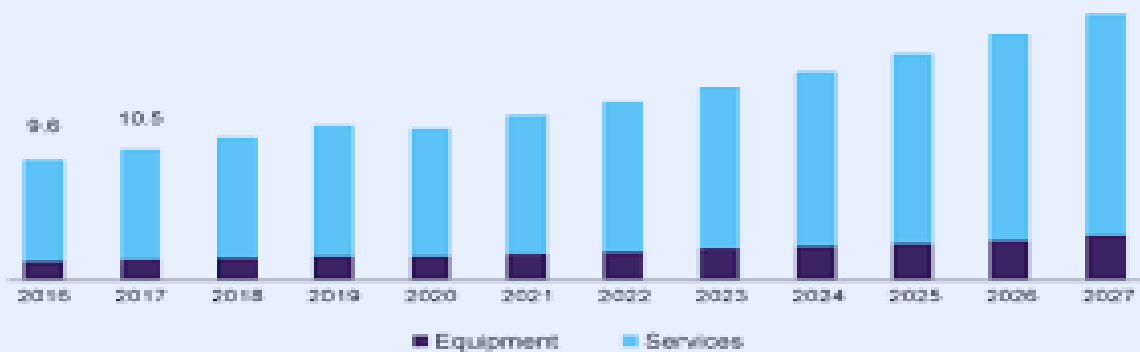


PROMOTION OF INDEPENDENT LIVING

The UK government is encouraging independent living through home care services by introducing various initiatives through both the local authorities, National Health Service (NHS), Clinical Commissioning Groups (CCGs), and Health and Social Care Trusts (HSCTs). The state-funded home care services are insufficient and, therefore, an excellent niche for private players. Patients seek service providers who are trusted and offer precious home care solutions in the comfort of the patient's home.



The U.K. home care market size, by component, 2016 - 2027 (USD Billion)



DEMAND FOR HOME CARE SERVICES

The UK's market value for home care services is approximated to be £9.5 billion. This figure has increased by 4% since 2016-17 and has played a crucial role in enabling people to reside in their local communities. This figure is expected to undergo unprecedented growth within the private sector. These statistics mean that the home care market is worthy for any organization to invest in or expand its operations.







DOMICILIARY PACKAGE

Starting a Domiciliary care business can be a challenging but rewarding venture. At Care Access Consultancy, we possess an in-depth understanding of the requirements and regulations for starting a domiciliary care agency, and we provide the support and guidance you need to lay the foundation for a successful business. We are dedicated to helping our clients navigate the complex process of starting a domiciliary care agency and ensuring that they have the policies and procedures in place to meet regulatory requirements. With our support, you can confidently take the first steps towards starting your dream domiciliary care agency.

What's Included:

- ▶ Branded Policies & Procedures
- ▶ Social Media
- ▶ Emails
- ▶ Branding
- ▶ Company Set Up
- ▶ Website
- ▶ Branded Business Forms
- ▶ Uniforms & ID Cards
- ▶ Recruitment Management
- ▶ Training and Support
- ▶ Compliance Management



DOMICILIARY PACKAGE

Our 16-Step Start-up Package

1. Set-up, Registration, and Information

The various requirements in this step are name storming, company registration, telephone redirect, IT set-up, office space, business plan, corporate tax registration, employer registration, VAT tax registration, data protection registration, and NMC registration. Our information and guidance section explains how to get started in all these aspects through the guides on business overview, company regulation, directors' responsibilities, trademarking, tax, HMRC, self-assessment, bank account set-up, insurance, and office health and safety setup.

2. CQC Registration, Interview, Training, And Preparation

Care Access Consultancy provides detailed guidance on the process of undertaking registration, regulations, and monitoring with CQC. We provide support in filling out the necessary registration forms. Further, we ensure that all the CQC application requirements have been provided, further requirements and documents provided, and post-interview requirements responded to accordingly.

3. Branding

Care Access Consultancy helps clients design and develop their branding components uniquely and attractively. The brands are aimed at offering durable services during the client's operations. Key features include Logo, Business Cards, Letterhead, and Website.

4. Marketing Materials

Care Access Consultancy helps client formulate and implement their marketing strategies. The process includes identifying the most effective marketing strategies, developing the marketing platform/s, developing a marketing budget, and running the marketing campaigns - aspects such as social media sites set-up, website improvement through SEO.

5. Email Accounts Set-up

Care Access Consultancy helps its clients setup all their emails with the relevant email signatures. The setup uses a supreme logic approach that allows smooth and convenient operations.

6. Forms & Documents

Care Access Consultancy create professional PDF staff and customers' documents using the latest PDF features. The documents includes contracts, staff profile forms, assessment forms, care plans, and care management forms.



11. Printing

Care Access Consultancy provides clients with the necessary printed material, all fully complimentary. The materials included in our appreciation package include:

- Business Cards 200
- Poster A3 5
- Trifold 50
- Compliment Slips 100
- Time sheets 100
- Brochures 100
- Client Leaflets 100
- Staffing Leaflets 100



7. Policies

Care Access Consultancy helps its clients develop and setup document-related policies that guarantees security of all forms of information.

8. Business Planning

Care Access Consultancy helps clients create a comprehensive business plan that outlines your objectives, target market, competitive analysis and financial projections.

9. Referrals

Care Access Consultancy provides its clients with the recommended suppliers/providers for their goods and services such as insurance, uniform, staff training, accounting, and business solicitors. Care Access Consultancy does not have any affiliation with the recommended providers/suppliers. The client maintains the privilege of selecting their preferred vendor.

10. Training

Care Access Consultancy provides training at the end of the project's implementation stage. The training session is usually approximately half a day with all the relevant company delegates urged to attend. The training covers all the initial stages and ensures that the personnel in charge clearly understand their operations and maintenance.

12. Other Resources

Alongside the complimentary package, Care Access Consultancy provides its clients with other essential resources for smooth entry into the market. The resources include:

- Marketing Data (From all four UK Countries)
- Uniforms - 10 - 14 (10 tunics 14 T-shirts)
- Health & Safety Poster
- First aid kit - Fulfilling Health and Safety Executive content recommendations for your workplace which includes:
 - 1 10 x Wash-proof Plasters
 - 2 5 x Eye Pads with Bandage
 - 3 5 x Triangular Bandages
 - 4 10 x Safety Pins
 - 5 10 x Sterile Dressings 12*2 and 18*18
 - 6 10 x Moist Wipes
 - 7 5 x Pair Disposable Gloves

13. Operations and admin

Care Access Consultancy guides clients in setting their operation and admin tools such as invoicing, client management (CRM), DBS checks, accounts and bookkeeping, and payroll. Most of the operations are completed through the use of third-party software. Care Access Consultancy guides the clients on how to get started with the necessary software without any affiliation. The client has the privilege of choosing whichever software works better got them.

14. Support

As a true partner in our clients' journey, Care Access Consultancy avails its personnel for free to support our clients for a whole year. Our supports entail all business-related issues, technical issues (including software and hardware), website support and maintenance, and social media management.

15. Virtual Telephone Number

Enhance your professional image with a virtual telephone number for your business, that redirects calls to your preferred line, allowing you to conduct business from any location, and ensuring that your clients can reach you easily and efficiently.

16. Website Design

We've developed a unique process to ensure each web development project is delivered to satisfaction, from the initial chat right through to your website's go-live date.

Website Features

- Mobile & Responsive
 - Quality Content
 - Licensed Images
 - Social Media Integration & Sharing
 - Domain name & Email
 - Online Application Form
 - Job Listing
 - Google Business Profile
- * Website Hosting & Domain (Free for 1 year then £70/year onwards).
- * SSL Certificate – (Free for 1 year then £40/year onwards) - we add an SSL certificate to ensure information is kept secure and private.
- * Optimized for speed – Aside from our fast hosting, we further optimize your website for page load speed before launch.
- * Website Support – we will help you find way around your new website, including adding and editing content for 1 year.
- * Complaint – We ensure our website comply with GDPR and other regulations.
- * 100% full ownership



HOW DOES CARE ACCESS CONSULTANCY WORK?



Care Access Consultancy operates through a comprehensive project outline and project management templates. Our online-project management system ensures that no single step is skipped in delivering our services. We keep our clients engaged and updated at every stage of the project to provide that everything is complete to their satisfaction. To ensure effective delivery, our project management system breaks down the project into workable milestones in consultation with the client to adhere to the client's timeline. Consultancy costs and requirements are specific to each client. We have provided our typical project timeline, deliverables, and costs.

Project timeline

2 Months

- Name Storming
- Company Registration
- Office space and equipment search and acquisition
- Website Design and Development
- Logo and color schemes development

Deliverables

- Contact details set-up
- Marketing materials acquisition and marketing plan development
- Company branding materials design and development
- Company financial details setup and financial plans development.
- Training
- Policies

Package Cost

Cost of Package	£6,000.00
VAT	£1,200.00
Total	£7,200.00

Payment plan

Deposit (signing of contract)	£3,100.00
2nd instalment (1st month)	£2,400.00
3rd instalment (2nd month)	£1,700.00

The initial deposit will be processed before the project commences.

The second payment will be processed one month after the commencement of your project. At this stage, clients would have received their printed marketing materials and a confirmed company logo. At this stage your business website will be completed and agreed with the client.

The last payment will be taken on the third and final month of the project. At this stage clients would have received all materials and company information. To conclude, clients will take part in their training session which will act as a handover session where the project concludes.

Please note : All time frames are subject to the response times of clients when asked for information by their project lead. Delays in responses may delay project continuity.

COMPANIES WE HAVE HELPED



FREQUENTLY ASKED QUESTIONS

Q: What kind of businesses do you work with?

A: We work with a wide range of healthcare businesses, including care agencies, nursing homes, home care providers, and other businesses within the healthcare industry.

Q: Do I have to be registered with the CQC?

A: Yes, to operate as a healthcare agency in England, you must register with the CQC. Otherwise, you might be liable for a penalty and/or fine.

Q: How can Care Access Consultancy help with CQC registration?

A: Care Access Consultancy's CQC registration support package includes advice and guidance on registration, assistance with completion of application forms, liaison with the CQC on your behalf, training and preparation for interviews and inspections among others.

Q: How much does it cost to work with Care Access Consultancy?

A: Our pricing varies based on the specific needs and services provided for each client. We offer flexible pricing options and are happy to work with clients to develop a plan that fits within their budget.

Q: How do you ensure the confidentiality of client information?

A: We take the confidentiality of our clients' information very seriously. All of our team members are required to sign confidentiality agreements, and we use secure servers and other measures to protect client information.

Q: Are you able to help businesses that are already established?

A: Yes, we work with both start-up and established businesses in the healthcare industry. Our services are designed to help businesses at all stages of development and can be tailored to meet the specific needs of each client.

Q: How experienced is Care Access Consultancy's team?

A: Care Access Consultancy's team consists of experienced professionals who have a deep understanding of the care home industry and the regulations and requirements involved in CQC registration.

Q: How long does it take to complete CQC registration?

A: The registration process can take several weeks to several months, depending on the complexity of your agency and the completeness of your application. Typically, our project timeline is approximately 2 months. Our team will work with you to ensure that your application is as complete and accurate as possible, which can help speed up the process.

FREQUENTLY ASKED QUESTIONS

Q: How do you ensure that my agency remains compliant with CQC regulations?

A: We provide ongoing support and mentorship to ensure that your agency remains compliant. We also offer training and preparation for interviews and inspections, and can provide advice and guidance on compliance related issues.

Q: How do you ensure that my care agency will meet all the necessary requirements and regulations to pass inspection?

A: Our team of experienced professionals will work with you every step of the way to ensure that your agency meets all the necessary requirements and regulations to pass inspection and become fully registered with the CQC. We will provide guidance, support, and mentorship to help you achieve compliance with CQC regulations.

Q: How do I get started with your services?

A: Contact us to schedule a consultation and we will guide you through the process of getting started with our services.

Q: Are your services affordable?

A: We offer competitive pricing for our services and will work with you to find a package that fits your budget.

Q: Do you cover the whole UK?

A: No, currently we are only located in England but planning to expand our services across the UK soon

Q: What is the process for working with Care Access Consultancy?

A: The process typically starts with an initial consultation to understand your needs, followed by a proposal outlining our proposed services and costs. Once the proposal is accepted, we work with you to implement the services as outlined in the proposal.

Q: Do you help with getting new clients?

A: As part of our package, we will guide you on obtaining new clients via marketing, references and tenders.

Q: How much do I need to start my own care business?

A: The cost of starting a care business varies depending on the type of service being provided. For example, starting a temporary staffing agency may require less funding than starting a supported living facility. At Care Access Consultancy, our packages typically range from £1,500 depending on the deliverables and what's included in the package.

FREQUENTLY ASKED QUESTIONS

Q: Are there any on-going costs that I have to pay Care access

A: Upon completion of your package, there is nothing more to pay care access consultancy, as everything is covered within your chosen package - unless specified otherwise. However, after your first year, you would have to pay for the services and subscriptions which came with your original package in order to maintain business continuity. For example:

- Domain name renewal - £15/year
- Website hosting £70/year
- SSL Certificate renewal £40/year
- Website maintenance £30/month
- Policy update subscription £300/year

BUSINESS SET-UP/BRANDING:

Q: How can you help me choose a name for my care business?

A: We offer brainstorming sessions and market research to help you choose a catchy, memorable name that reflects your brand's mission and values.

Q: Can you help me register my business with the necessary government agencies?

A: Yes, we can assist with registering your business with Companies House, Corporation tax and HMRC, as well as any other necessary registrations.

POLICIES AND PROCEDURES:

Q: What types of policies and procedures do you provide?

A: We provide a wide range of policies and procedures, including health and safety, infection control, data protection, and emergency management.

WEBSITE DEVELOPMENT & MANAGEMENT:

Q: What types of website do you design?

A: We design and develop website for a variety of care services, including home care, nursing care, and supported living.

FREQUENTLY ASKED QUESTIONS

Q: Do you ensure that the website you design are WCAG compliant?

A: Yes, we ensure that all website we design and develop are WCAG compliant, to ensure accessibility for all users.

CARE ACCESS CONSULTANCY

In case of any clarification or questions,
you can always contact us;

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